**FINAL REVISIONS FOR 2014 as of 27 Oct 14**

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

**ALAMO CITY CHAPTER,**

**BYLAWS**

**Rule 1. General Membership Meetings**

The meeting shall be at a time and place designated by the Executive Committee and communicated in the Alamo Gram, Chapter website and other electronic communications.

**Rule 2. Speaker's Gift**

Guest Speakers will be presented a certificate of donation, paperweight, plaque, or appropriate gift. The cost of gifts will be included in the operating budget. The Program Committee will be responsible for arranging the purchase of the gifts.

**Rule 3. President's Gift**

The President Elect shall be responsible for the President's gift, a plaque or appropriate gift as allocated for in the operating budget.

**Rule 4. Vice Presidents (VPs)**

American Society of Military Comptrollers (ASMC) members, including but not limited to DoD contractors, who are duly elected representatives from the following military installations/organizations, shall serve as VPs:

* JBSA Fort Sam Houston VPs: 502 CPTS *(includes ALL Fort Sam Houston tenants not otherwise designated)*, ARNORTH, ARSOUTH, IMCOM *(includes IMCOM West)*, and MEDCOM *(includes SRMC, AMEDD, METC, BAMC and SAMMC)*.
* JBSA Randolph VPs: 502 CPTS/OL-B *(includes ALL Randolph tenants not otherwise designated)*, AETC *(includes AFSAT)*, and AFAA *(includes AFAA/OS and SCAAO)*.
* JBSA Lackland VPs: 502 CPTS/OL-A *(includes all Lackland tenants not otherwise designated)*, AFCEC, AFISR *(includes all Security Hill organizations)*, AFMOA, and AFPC/SV.
* Other VPs: 47 FTW/FM, Army COE/Galveston, and Retiree/At-Large *(includes all retired personnel and other Chapter members NOT currently working on any installation supported by the Alamo City Chapter)*.

**Rule 5. Scholarship Program**

The Alamo City Chapter of the AMSC will award four scholarships annually. Nomination packages will be reviewed and rank by a selection committee of three to five Chapter members (depending on the number of packages received). The Chairperson of the Scholarship Committee will submit the proposed recipients to the Executive Committee for their approval before announcing the results. The chapter will award the scholarship during the July monthly luncheon.

 a. ASMC MEMBER CONTINUING EDUCATION GRANTS. Lump sum awards of $500 paid to two individuals for use in actual college expenses. (*Note: Revised title to correspond with National. Increase in amount was previously approved by the Executive Committee.)*

 (1) The Chapter will use its own application form to award two scholarships to deserving employees (military, civilian or corporate member). The application will be on our Chapter website ([www.alamocitycomptrollers.org](http://www.alamocitycomptrollers.org)) under Scholarships or available from the Chairperson of the Scholarship Committee.

 (2) Criteria, person must:

 (a) Work in a comptroller related field (business, financial management, resource management, accounting, etc.).

 (b) Provide college transcripts to prove prior college enrollment, or be enrolled in a college or university, or accepted for enrollment (if the individual is just starting out, with a college or university.

 (c) Be pursuing, or planning on pursuing, undergraduate/graduate degree in a business/financial management related discipline.

 (d) Provide a letter of recommendation from their boss.

 (e) Must be a member in good standing of the Alamo City Chapter.

 (3) The selection committee will evaluate packages based on need, leadership ability, scholastic achievements, and job performance.

 (4) The deadline for submission of packages is 30 May of each year. Scholarships will be presented at the July luncheon.

 b. GRADUATING HIGH SCHOOL SENIOR SCHOLARSHIP. Lump sum awards of $500 paid to two individuals for use in actual college expenses.

(1) The Alamo City Chapter - ASMC is participating with the Bexar County Scholarship Clearing House (BCSCH) to award two $500 scholarships to eligible high school seniors. The students must be:

 (a) At the top 25% of their graduating class.

 (b) A dependent of an active duty or retired military member or a DoD employee or ASMC member.

 (c) Pursing a degree in a business or financial management field.

(2) The selection committee will evaluate packages based on need, leadership ability, school and community activities, and scholastic achievements.

(3) Applications are available from the student's high school senior counselor. Deadline for submission of applications to the senior counselor is early November. The counselors are required to submit completed applications to the BCSCH by 15 Nov. The Chapter will receive up to two packages per area high schools. Individual chapter members may also nominate individuals for this award if they meet the minimum qualifications. The nomination package will be on our web site or available from the Scholarship Committee Chairperson. The deadline for the members’ nominations is 31 January.

**Rule 6. Awards Program**

**SECTION I. AWARDS INFORMATION**

a. General. The Alamo City Chapter of the ASMC will establish and maintain an Annual Awards Program to promote the professional growth of the FM and RM community and to contribute toward the goals and objectives established by the National Headquarters. Determination of the award categories and presentation of awards will be the responsibility of the Chapter Awards Committee.

b. Eligibility. All active nominees, as of award nominations cutoff, will be eligible for any award including individuals who transfer from other ASMC chapters. Individuals who have been nominated for other types of awards (i.e., Command, etc.) are eligible for nomination in this program. Additionally, there are no restrictions on the number of awards for which an individual member may compete for, or win, in any Award Year except as noted in Section II.

c. Time Frame. The Chapter Awards Program time frames vary depending on the type of award.

d. Voting. With the exception of the President's Awards, the Chapter Awards Chair shall solicit volunteers to serve on a Chapter Awards Committee (may vary based on the type of award) to make selections for awards presented by the Chapter.

e. Responsibilities.

 (1) VPs will ensure that timely notification is given to potential nominees and their leaders who nominated them.

(2) The Award Committee will be responsible to:

(a) Ensure that appropriate publicity, to include notifying the Publicity Chair, Newsletter Editor and Webmaster, is given to the program prior to the nomination suspense dates.

(b) Maintain an "Awards History" file for incorporation into the President's file.  Maintenance of such a file will provide background data for subsequent VPs.

**SECTION II. AWARD CATEGORIES**a. New Membership

(1) Awards.

 (a) SUPER RECRUITER. The member who recruits the greatest number of new members will receive a monetary award of $100.

 (b) VP RECRUITERS. A free lunch will be awarded to the member(s) in each Chapter organization headed by a VP, who recruits the greatest number of new members. "Super" recruiter(s) are not eligible for this award.

 (c) MEMBERSHIP GROWTH. Plaques will be presented to the VPs with the greatest numerical and percentage growth (two separate awards) in their membership during the year.

(2) Nominations. The MembershipPrograms Chair will be responsible for compiling statistical data and providing required information to the Awards Committee.

(3) Time Frame. The Awards Committee will solicit nominations in sufficient time for presentation of award recommendations at the April Executive Committee meeting.

(4) Presentation of Awards. These awards will normally be presented at the May General Membership meeting, or as designated by the Executive Committee.

 b. President's Awards.

(1) Awards. The individual(s) who(m), in the President's opinion, is(are) deserving of special recognition and not otherwise provided for in other award categories, and whose contributions to the Chapter are truly outstanding, will receive a plaque or appropriate gift as provided for in the operating budget.

(2) Nominations.

 (a) At the discretion of the Chapter President.

 (b) VPs and Committee chairpersons are encouraged to make informal recommendations to the President for any individual(s) they consider deserving of special recognition.

 (3) Time Frame. Informal recommendations should be made by 15 May of each year.

(4) Presentation of Awards. These awards will be presented at the June General Membership meeting.

c. Individual and Team Achievement Awards.

 (1) Awards. Identified by National Executive Committee with details generally printed in the Fall issue of the Armed Forces Comptroller. Individuals are not required to be Chapter members. Individuals may not receive an award in the same award category within a three year period.

 (a) Chapter awards will generally correspond to National award categories.

 (b) The Chapter Awards Committee may propose additional categories for approval of the Executive Committee.

(2) Nominations. VPs will submit nominations to the Awards Committee for consideration.

(3) Time Frame. Local nominations will be submitted by the suspense date established by the Awards Chairperson. Late submissions will not be provided to evaluators. Nominations for the National Awards Programs must be submitted separately using the National on-line awards nomination process.

(4) Presentation of Awards. All awards will be presented prior to the National PDI.

 d. Business Sponsors.

(1) Award. This category will recognize the outside agency that best supports the Chapter. Winners' representative(s) will receive a free lunch and plaque.

(2) Eligibility. Any outside agency affiliated or not affiliated with ASMC.

(3) Nominations. Submitted to the Awards Committee by the Corporate Liaison Chair.

(4) Time Frame. The Awards Committee Chair will receive the nominations in sufficient time to present at the June Executive Committee meeting.

(5) Presentation of Award. Presentation will be made at the June General Membership meeting.

d. Volunteer of the Year Award(s).

(1) Nomination. The Community Service Coordinator will nominate based on the following criteria:

1. Individual’s overall involvement with ASMC.
2. Charity and community service involvement.
3. Continuous volunteering (i.e. mentoring).
4. Number of times the individual volunteered during the year.

 (e) Number of hours the individual volunteered during the year.

(2) Time Frame. The Awards Committee will solicit nominations in sufficient

time for presentation of award recommendations at the June Executive Committee meeting.

 (3) Presentation of Award(s). This award(s) will normally be presented at the June General Membership meeting, or as designated by the executive committee.

e. CDFM Incentive Awards.

 (1) Award. This category will recognize current Chapter Members who are Awarded their CDFM designations. Winners' representative(s) will receive a monetary award of $100. Only one incentive award will be authorized for the individuals’ basic CDFM certification. A certificate may also be presented to individuals who receive the “Acquisition” (CDFM-A) specialty.

 (2) Eligibility. Anyone who is a member of the Alamo City Chapter at the time they receive their CDFM designation within the designated time frame.

 (3) Criteria. Individuals who qualify for this award must submit documentation clearly showing the CDFM designation has been awarded through their VP (to verify currency of Chapter membership) to the Certification Chair.

 (4) Time Frame. Members must be awarded their CDFM designations during the Chapter’s designated fiscal year (1 July through 30 June).

 (5) Presentation of Award. Presentation will be made at the July General Membership meeting, or as designated by the executive committee.

**Rule 7. POSITION DESCRIPTIONS FOR APPOINTED POSITIONS.** The positions listed below are appointed by and serve at the discretion of the President from among the Chapter’s current membership roster. The outgoing President and President-Elect should review current appointees to determine if officers should be invited to continue in their capacity or should be utilized in other positions within the Chapter. Appointment of new officers or continuation of existing officers will be made by the incoming President in writing along with a copy of the constitution detailing their duties and responsibilities. Officers will acknowledge they accept the appointment, are current Chapter members, and are willing to perform those duties outlined in the Chapter Bylaws for the term of office.

 a. The following appointed officials are **voting members** as specified in the Constitution, and will serve on the Executive Board, without compensation. They shall attend monthly Executive Board meetings (in person or via dial-in) or provide the name of their proxy to the Secretary in advance of the meeting.

1. The **Auditor** shall:
	1. Be a Certified Public Accountant or Certified Internal Auditor, whenever possible.
	2. Coordinate with the Chapter Treasurer to conduct monthly bank reconcilia­tions, as well as quarterly and end-of-year audits, and will scrutinize all recorded transactions to determine that all cash received and paid out have been properly accounted for and expenses have not exceeded budgetary or out-of-cycle limits approved by the Executive Board.
	3. Submit in writing, after the close of the fiscal year for operations (30 June) and no later than 31 August, a report of all findings and recommendations to the Executive Board for final approval and/or appropriate action. Upon committee approval, all materials concerning the Chapter accounts shall be transferred to the new Treasurer.
	4. Forward a copy of the approved audit report to the Chapter Historian for inclusion in the Chapter Archives and to the Chapter Competition Chair for submission to National for the Chapter Competition Program and Five-Star Chapter status. A copy of the audit opinion letter (cover letter) should also be provided to the Chapter Webmaster to be posted to the Chapter website.
2. The **Awards Chair** shall provide leadership, guidance, and oversight for the Chapter Awards Program. Specifically, the Awards Chair shall:
	1. Solicit nominations for Chapter and National awards from organizations supported by the Chapter.
	2. Recruit a selection committee to evaluate award nominations, and provide guidance and packets to the selection committee no later than 2 weeks prior to the deadline for their review to be completed.
	3. Present the Chapter awards at the annual PDS and/or a Chapter luncheon.
	4. Submit a copy of the award solicitation packages and an article about award winners to the Chapter Newsletter Editor, Publicity Officer, Webmaster, and Historian.
3. The **Chapter Competition Programs (CCP) Coordinator** shall:
	1. Solicit input from the Executive Board for all chapter events.
	2. Encourage Chapter members to submit completed publications, manuscripts, or presentations in accordance with National CCP Guidelines.
	3. Provide a written summary of the CCP progress to the Executive Board monthly and identify CCP items that need additional support from the Chapter Executive Board and/or membership.
	4. Compile the CCP package and submit it to National at least three days in advance of the due date.
	5. Provide a copy of the information submitted in the CCP to the Chapter Historian for the Chapter Archives.
4. The **Community Service Programs (CSP) Coordinator shall:**
	1. Develop proposed community service plan for inclusion in the Chapter Activity Plan for the upcoming Chapter year (and the first 3 months of the following Chapter year) to be submitted to the Executive Board by the last meeting of the Chapter year for joint review by the outgoing and incoming officers. If leaving the position, this should be done in conjunction with the incoming CSP Coordinator.
	2. Coordinate participation in various community service events/activities and other charitable efforts and solicit volunteers to (1) lead and/or assist with the execution of community service events and (2) document the results of community service activities (including number of participants and volunteer hours) for submission to the Chapter Competition Chair.
	3. Submit flyers and articles on upcoming and recent community service events to the Chapter Newsletter Editor, Publicity Chair, Webmaster, and Historian as soon as possible to maximize the period of time events are advertised and to give timely recognition for those who participated. Include photos of recent events (with names), if possible.
5. The **Membership Programs Chair** shall:
	1. Oversee and implement the Membership Committee listed below in the Committees section of this Constitution (Article VIII, Section 2, paragraph d).
	2. Obtain the Chapter membership roster from the President at least quarterly (and prior to the PDS registration period) and provide copies to the Vice Presidents and any other Chapter Officers who demonstrate a valid need for this information (PDS Registration, Certification, etc.). Validate anyone who is running for a position on the Executive Board is a member in good standing.
	3. Develop the annual Chapter Membership Campaign, as well as guidance on updating membership profiles on the National website and transferring membership (in to and out of) the Chapter. Also provide the Newsletter Editor a list of all new Chapter members and their organizations at least quarterly.
	4. Assist the Chapter VPs in identifying Chapter members who are assigned to organizations the VPs are responsible for supporting.
	5. Submit reports to National Headquarters as necessary.
6. The **Scholarship Programs Chair** shall develop, implement and oversee the Chapter Scholarship Programs as outlined in the Chapter Bylaws.
7. The **Professional Development Symposium (PDS) Chair** shall:
	1. Provide leadership, guidance, and oversight of the annual PDS Committee as listed below in the committee section.
	2. Oversee all of the planning and execution of the annual PDS, and shall solicit volunteers to serve as sub-committee chairs to support all aspects of the PDS, to include its programs, administration, registration, logistics, awards, financial, and after-action requirements.
8. The **Programs – Luncheons Coordinator** shall:
	1. Serve on the Professional Development Committee to coordinate training requirements for monthly luncheons consistent with the Chapter’s professional development objectives.
	2. Submit a proposed Luncheon Plan for the upcoming Chapter year (and 3 subsequent months) to the Professional Development Committee for inclusion in the Chapter Activity Plan submitted to the Executive Board by the last meeting of the Chapter year for joint review by the outgoing and incoming officers. If leaving the position, this should be done in conjunction with the incoming Luncheons Coordinator.
	3. Ensure the final Luncheon Plan is included in the final Chapter Activity Plan submitted to the Executive Board for approval and inclusion in the Chapter’s Annual Program Plan at the first meeting of the Chapter year for review and approval. If new to the position, this should be done in conjunction with the outgoing Luncheons Coordinator.
	4. Assist the host VPs in identifying potential speakers and topics, in conjunction with the Chapter Programs Committee.
	5. Review, finalize, and distribute luncheon flyers to Executive Board members. Coordinate with the Treasurer to collect funds.
	6. Maintain a written Chapter Luncheon Guide, listing the responsibilities of the Host VP, other VPs, and other Chapter officials; and update the Guide as needed based on lessons learned from Chapter luncheons.
9. The **Programs – Training Coordinator** shall:
	1. Provide oversight of the Professional Development Committee listed below.
	2. Have overall responsibility for the Chapter’s Training and Education program, to include coordinating relevant training for obtaining Certified Defense Financial Manager (CDFM) designation or DoD FM Certification.
	3. Coordinate with the appropriate Executive Board members, as needed, to develop and implement the training plan for the chapter training events such as the annual PDS, EDFMT course, Microsoft Training and other FM related training.
	4. Submit write-ups and/or articles to the Chapter Newsletter Editor, Publicity Officer, Webmaster, and Historian regarding upcoming and recent training events.

 (10) The **Professional** **Certification Programs Chair** shall:

* 1. Oversee and implement the Certification Committee listed below in the committee section.
	2. Document validated Continuing Professional Education (CPE) hours awarded for Chapter training events and issue CPE Certificates signed by the Chapter President to attendees.

 (11) The **Corporate Liaison** shall:

1. Be responsible for managing the Chapter’s Corporate Liaison Program.

(b) Actively seeking new corporate members through correspondence, phone calls, or personal contacts.

(c) Assist in any Chapter/Corporate interfacing such as luncheons, the PDS, formal presentations, professional cross feed, newsletter articles, and representation of the Chapter.

 (d) Submit corporate membership information to the Membership Programs Chair.

(e) Solicit financial support for chapter activities.

 b. The following officials are **non-voting members** as specified in the Constitution, and serve as advisory members, as needed, on the Executive Board.

1. The **Budget Officer**, in conjunction with the other members of the Financial Committee, shall:

(a) Identify expected Chapter expenses by reviewing prior year budgeted and actual financial data and by soliciting input from Executive Board members on funding requirements for planned Chapter programs and/or events.

(b) Develop a proposed budget for the upcoming Chapter year to be submitted to the Executive Board by the last meeting of the Chapter year for joint review by the outgoing and incoming officers. If leaving the position, this should be done in conjunction with the incoming Budget Officer.

(c) Submit the final budget to the Executive Board for approval at the first meeting of the Chapter year for review and approval. If new to the position, this should be done in conjunction with the outgoing Budget Officer.

(d) Validate out-of-cycle funding requests and report on their impact on Chapter finances to the Executive Board.

(e) Monitor the Chapter’s financial reports provided by the Treasurer to ensure expenses remain within the approved amounts, to recommend budget revisions (if needed), and to support future year budget projections.

 (2) The **Elections Coordinator** shall oversee and implement the Chapter’s Elections Program as described in **Article X – Elections** of this Constitution.

 (3) The **Executive** **Officer** shall report directly to the President and be responsible for overall coordination of Chapter activities.

 (4) The **Historian** shall:

(a) Maintain an up-to-date written history of the Chapter throughout the year and present a draft written history for review by the outgoing Executive Board at the next to last meeting of the term. The Executive Board members shall submit any recommended changes to the history in sufficient time for the Historian to incorporate any required revisions and submit the final document to the Executive Board by the last meeting of the term for approval.

(b) Maintain chapter historical documents, to include the Chapter’s Charter, Constitution, Bylaws, Executive Board meeting minutes and significant correspondence and pass documents on to the next Chapter Historian upon that person being sworn in.

(c) Review the history/“about us” portion of the Chapter website and provide recommended updates to the Webmaster.

 (5) The **Photographer** shall:

(a) Take photographs at all Chapter activities (luncheons, the PDS, community service events, etc.) or arrange for an alternate person to take photos in his/her absence.

(b) Submit electronic photos to the event POC, Newsletter Editor, Publicity Chair, Webmaster, and Historian no later than 5 business days after the event.

(c) Submit photo(s) through the President Elect (or his/her designee) to National Headquarters for publication in the Armed Forces Comptroller or to be posted on the National website in accordance with requirements established by National.

(6) The **Publicity Officer** shall:

 (a) Arrange for publicity for Chapter events as directed by the President and/or Chapter Executive Board.

(b) Submit proposed articles about upcoming and recent Chapter events (i.e. luncheons, PDS, awards, scholarships, community service events, special interest items, etc.) to base newspapers at the installations supported by the Chapter, as well as other local media outlets and the National website, to the President-Elect for approval to be released.

(7) The **Newsletter Editor** shall:

(a) Establish a monthly deadline to receive input from Executive Board Members as identified for each position as indicated in this Constitution.

(b) Solicit information from applicable Chapter Officers and Committees in order to compile and publish the Chapter newsletter.

 (c) Compile and edit input, as needed, in order to publish the Chapter newsletter on a monthly basis, whenever possible.

(d) Ensure the newsletters contain all of the information required to maximize CCP points, wherever possible, and to keep FM/Audit personnel in supported installations/organizations aware of Chapter activities.

(8) The **Webmaster** shall solicit and receive input from each of the Executive Board members and post updates to the Chapter website within 5 workdays of receipt (if possible), maintain the Chapter website with current information.

1. ~~The~~ **~~National Professional Development Institute (PDI) Liaison.~~**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DERRICK FLOWERS, COL, MS PATRICK REYNOLDS

Chapter President General Counsel

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_